

CALL TO ORDER

President Chris Becker called the December 5, 2016, meeting of Macungie Borough Council to order at 7:30 p.m. in Borough Council Chambers, Borough Hall, 21 Locust, Macungie, PA.

ATTENDANCE

| | | |
|---------------------------|----------|---|
| Council | Members: | Alma Akinjiola Chris Becker Greg Hutchison Marvin Moyer Roseann Schleicher John Yerman |
| Borough Manager: | | Chris L. Boehm |
| Solicitor: | | Patrick Armstrong |
| Administrative Assistant: | | Cynthia Hartzell |
| Absent: | | David Boyko Mayor Gary Cordner |

PUBLIC COMMENTS

- a. Prior Public Comments to Council
- b. Public Comments - No Public Comments

COUNCIL COMPLIMENTS, COMPLAINTS, PETITIONS AND APPEALS

- a. Council Member Akinjiola commented she attended the Sheeprock Trek Thanksgiving morning. She noted it was well attended with over 200 people. She attended the Tree Lighting Ceremony also, which was a good event.
- b. Council Member Schleicher announced the Macungie Holiday is this Saturday.

APPROVAL OF MINUTES

- a. November 14, 2016 budget workshop – Council Member Hutchison made a motion to approve the November 14, 2016, budget workshop minutes as presented, second by Council Member Akinjiola. Motion carried: 6 ayes
- b. November 21, 2016 budget workshop and meeting – Council Member Hutchison made a motion to approve the November 21, 2016, budget workshop and meeting minutes as presented, second by Council Member Akinjiola. Motion carried: 6 ayes

CONSENT AGENDA

- a. Treasurer's report of November 30, 2016

Council Member Hutchison made a motion to approve the November 30, 2016 Treasurer's Report, second by Council Member Schleicher. Motion carried: 6 ayes

- b. Payment of invoices as listed totaling \$79,193.33

Council Member Hutchison made a motion to approve the invoices for the current month of the Consent Agenda, second by Council Member Akinjiola. Motion carried: 6 ayes

CORRESPONDENCE

- a. Emmaus Public Library November Agenda, October meeting minutes, Special meeting minutes, President's Report, October Monthly Report
- b. Long, Barrell & Co, Ltd, re: 2015 Borough Audit reports

Auditor reported on the DCED reports from the Real Estate Tax Collector not being submitted and unable to be reconciled. He did not the taxes received were able to be reconciled within an acceptable difference. Council asked Borough Manager Boehm to send a letter to Harry Buchin asking how this will be rectified.

Borough Manager Boehm noted the Auditor's concern about cross funding of the accounts. She will discuss this issue with the new auditor and report back to Council.

- c. Karen Holt, Macungie Institute Building Coordinator, September Monthly Report

REPORTS

- a. Solicitor

1. Assessment Appeal for 101 Lehigh Street and 111 Lehigh Street – The Borough received a copy of a Real Estate Tax appeal that the Borough was named in appealing Lehigh County Assessment Board's decision for a revised assessment for the properties of 101 and 111 Lehigh Street. Solicitor Armstrong noted most times the Borough does not get involved in the assessment appeal. He asked Council if they would prefer him to enter an appearance to the Court in order to get all information on the appeal; otherwise the Borough would only know the final decision.

Council Member Hutchison made a motion to authorize Solicitor Armstrong to file an appearance with the Court to get all the information on the appeal, second by Council Member Moyer. Motion carried: 6 ayes

2. Solicitor Armstrong addressed the time extension for the Main Street Commons development. He noted the time extension does not indicate it is for the lot line adjustment plan. The deadline is December 31, 2016. Solicitor Armstrong suggested getting an extension for the lot line adjustment by December 31, 2016 and Council could acknowledge it at the first meeting in January. This will be addressed under New Business.

- b. Mayor

1. Hiring of Part Time Police Officers – In the Mayor’s absence, President Becker noted Mayor Cordner sent an email to Council that Sergeant Kocher would like to hire Michael Marshall and Anthony Campanell as part-time police officers.

Council Member Hutchison made a motion to hire Michael Marshall and Anthony Campanell contingent on completion of full background checks, second by Council Member Schleicher. Motion carried: 6 ayes

c. Borough Manager

1. Pension Workshop – Borough Manager Boehm announced she has scheduled a workshop to discuss Council’s pension concerns with Doug Worley prior to the general meeting on January 16, 2017 at 6:30 p.m.

2. Macungie Holiday – Borough Manager Boehm noted Macungie Holiday is this Saturday, December 10th from 9 a.m. – 3 p.m.

3. RFP for Engineering Services for MS4 Pollution Reduction Plan - Solicitor Armstrong created an RFP for the engineering services. The RFP will be revised to remove some language. Borough Manager Boehm will send the RFP out to engineering firms after the revision.

4. Borough Safety and Loss Control Policy – Borough Manager Boehm noted she is working on the policy to have on the first agenda in 2017.

5. 2017 Council meetings – Borough Manager Boehm pointed out the list of meeting dates for 2017. July 4th is on a Tuesday and she asked if Council wants to have the meeting on Monday, July 3rd or Wednesday, July 5th. After some discussion, Council decided to hold their first meeting in July on Wednesday, July 5th.

d. Committees – No reports

UNFINISHED BUSINESS – PART I

a. Ordinance 2016-10, Sewer Rate Amendment – Solicitor Armstrong described the sewer rates changes that the ordinance establishes. Effective January 1, 2017, the fixed rate will be \$28.33 per quarter and \$3.54 per 1,000 gallon flow rate. A fixed sewer system rehabilitation and capital improvement fee was added at a cost of \$64.50 per quarter. Solicitor Armstrong opened and closed the public hearing with no comments.

Council Member Hutchison made a motion to adopt Ordinance 2016-10, second by Council Member Schleicher.

| | | |
|-----------------|-----------------|------------------|
| Roll Call Vote: | Akinjiola – aye | Becker – aye |
| | Boyko – absent | Hutchison – aye |
| | Moyer - aye | Schleicher – aye |
| | Yerman – aye | |

Motion carried.

b. Financial Advisory Services Agreement with Financial S&Lutions - Solicitor Armstrong noted the changes were made as discussed at the last meeting.

Council Member Akinjiola made a motion to approve with the Financial Advisory Services Agreement with Financial S&Lutions, second by Council Member Hutchison. Motion carried: 6 ayes

UNFINISHED BUSINESS – PART II

a. Main Street Streetscape Plan – Council discussed the disappointment with the project due to PennDOT’s continuing changes and requirements. They are concerned with the safety at the Church and Main Street intersection. President Becker noted Borough Manager Boehm and he will be meeting with Representative Ryan MacKenzie this week.

b. SW Lehigh Comprehensive Plan – Council Member Schleicher reported the next meeting is December 12th and they will have the first draft of the plan.

c. Rental Inspection Program

d. LTD Capital Projects
 1. Church Street Traffic Light

e. Sewer Ordinance Amendment for sewer lateral inspections – Borough Manager Boehm will work on this for next year.

NEW BUSINESS

a. Adoption of 2017 Budget – Some typos were noted and will be reprinted. The mistakes did not affect the budget balances.

| Fund | 2017 Revenues | Beginning Cash Balances | Total 2017 Revenues | 2017 Expenditures |
|---------------------|---------------|-------------------------|---------------------|-------------------|
| General | \$2,639,035 | \$340,000 | \$2,979,035 | \$2,969,876 |
| Water | \$1,062,024 | \$250,000 | \$1,312,024 | \$1,237,581 |
| Sewer | \$869,113 | \$350,000 | \$1,219,113 | \$1,179,768 |
| State Liquid Fuels | \$80,128 | \$49,000 | \$129,128 | \$52,768 |
| LTD Capital Reserve | \$167,099 | \$200 | \$167,299 | \$95,821 |

Council Member Hutchison made a motion to adopt the 2017 Budget as presented, second by Council Member Schleicher. Motion carried: 6 ayes

b. Ordinance 2016-11, 2017 Tax Rate – Borough Manager Boehm noted the tax millage will remain at the 3.5 millage.

Roll Call Vote: Akinjiola – aye Becker – aye
 Boyko – absent Hutchison – aye
 Moyer - aye Schleicher – aye
 Yerman – aye

Motion carried.

c. Appointment of Borough Auditor for the Borough and Real Estate Tax Collector – Proposals were received from two firms which Borough Manager Boehm provided a spreadsheet of the cost proposals for 3 years. She noted France, Anderson, Basile and Company, PC submitted the lowest cost proposal. They were close to the Borough's current audit costs with Long Barrell. She contacted other municipalities that have France, Anderson, Basile and Company as their auditor and they were happy with their service. Borough Manager Boehm recommended appointing France, Anderson, Basile and Company as the Auditor for the Borough and Real Estate Tax Collector.

Council Member Hutchison made a motion to appoint France, Anderson, Basile and Company, PC as the Auditor for the Borough and Real Estate Tax Collector for their services at the proposed cost as in their proposal for 2016, 2017 and 2018, second by Council Member Akinjiola. Motion carried: 6 ayes

d. Authorization to sign the 2017 Animal Control Contract with Lehigh County Humane Society – Borough Manager Boehm remarked the contract cost of \$800 is the same as last year.

Council Member Hutchison made a motion to authorize the 2017 Contract with Lehigh County Humane Society for animal control in the amount of \$800 to be signed, second by Council Member Schleicher. Motion carried: 6 ayes

e. Authorization to sign 2016 CDBG Contract with Lehigh County – Borough Manager Boehm reported this contract is part of the process of the awarded grant. She noted the contract has a time frame in which the work must be completed. With the time restraints, she reported the sidewalks at the intersection of Main and Walnut Streets will not be done due to having to obtain an HOP. She will revise the list of sidewalks.

Council Member Akinjiola made a motion to authorize the 2016 CDBG Contract with Lehigh County to be signed, second by Council Member Hutchison. Motion carried: 6 ayes

f. Main Street Commons Land Development time extension until March 31, 2017 – Council discussed the situation of no time extension granted by the developer for the lot line adjustment plan. They addressed the two plans separately.

Council Member Schleicher made a motion to accept the time extension until March 31, 2017 for the Main Street Commons Land Development, second by Council Member Hutchison. Motion carried: 6 ayes

Council Member Hutchison made a motion to accept the time extension for the Main Street Commons Lot Line Adjustment Plan contingent on the extension being received by December 31 or the plan will be deemed as denied based upon the last engineer review letter of January 12, 2016, second by Council Member Schleicher. Motion carried: 6 ayes

ITEMS NOT ON AGENDA

- a. President Becker reviewed his list of unfinished business. There was some discussion on some of the items.
- b. President Becker reminded Council about the Holiday Party on December 19th.
- c. President Becker proposed Council to consider going paperless by using iPads.

ADJOURNMENT

Hearing no further business to be brought before Borough Council, the meeting was adjourned at 10:02 pm.

Respectfully submitted,

Cynthia Hartzell
Administrative Assistant